

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No.
Explanation (Show any positions replaced) NAF PD 211		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		13. Competitive Level Code			14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Regional USDA Child & Adult Care Food Program Clerk	NF	0303	03	SN	10/9/08
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Regional USDA Child & Adult Care Food Program Clerk	NF	0303	03		

16. Organizational Title of Position (if different from official title)

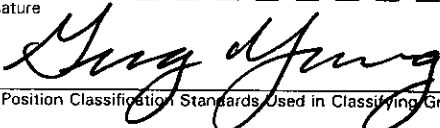
17. Name of Employee (if vacant, specify)

Reg USDA Child & Adult Care Food Program Clerk

18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY	c. Third Subdivision
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

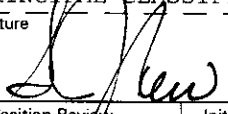
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
	G. YOUNG CNIC CYP
Signature	Signature
	
Date	Date
	10/9/08

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature	
	
Date	
10/9/08	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										
24. Remarks										

IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED

25. Description of Major Duties and Responsibilities (See Attached)

Regional USDA Child and Adult Care Food Program Clerk (NF-0303-03)

Introduction

The purpose of this position is to implement and ensure timely operation and record keeping of the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) in the Child Development Centers (CDC), School Age Care (SAC) programs, and participating Child Development Homes (CDH) in a metro area.

Major Duties and Responsibilities

The Regional USDA Clerk performs a combination of duties related to timely operation and record keeping of the USDA CACFP across the Child and Youth Programs (CYPs) in a metro area. Duties are related to record keeping and reporting, training and program support and compliance with the USDA program. These tasks are summarized below.

Record Keeping and Reporting

- Prepares, maintains and submits reports, records and financial data pertaining to CACFP rates, meals, attendance and claim reimbursement for the metro area. Ensures records are accurate, up-to-date and readily available.
- Designs, implements and maintains specialized and general office filing and record keeping systems for metro area.
- Provides input to visiting auditors representing USDA Headquarters.
- Initiates responses for audit findings.
- Provides input for the USDA administrative budget and maintains record of approved budgetary expenditures. Reviews budgets monthly to ensure accuracy and requests modifications from USDA headquarters to ensure the reimbursement is the maximum amount.

Training and Program Support

- Establishes contact with State, Federal and local resource personnel to obtain current information and educational resources related to food, sanitation, and nutrition as related CACFP.
- Liaisons with personnel at USDA headquarters for clarification and updates of policies and procedures.
- Disseminates information to CYPs in the metro area, including but not limited to CACFP; CACFP-related training; and family income regarding free, reduced, or paid meal status.
- Conducts training for CYP food service employees and CDH providers on topics such as record keeping, claim requirements, sanitation procedures, menu planning, and program eligibility.
- Works with the CYP food service employees and CDH providers to ensure proper menus are being implemented according to USDA guidelines.
- Provides guidance and expertise to CYP personnel as needed.

Compliance

- Monitors each facility and participating CDH by performing unannounced visits to ensure that CACFP guidelines are being followed.

Additional Responsibilities

- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all Department of Navy (DoN) training requirements.
- Performs other duties as assigned.

Classification Factors**Factor 1. Knowledge, Skills and Abilities Required by the Position**

- High School graduate or equivalent AND 2 years or administrative experience.
- Knowledge of the USDA CACFP program and other work programs, priorities, and policies of the office sufficient to deal with the issues required to prepare documents required by the USDA program and maintain all required records.
- Working knowledge of nutrition, food handling, sanitation and child and youth development techniques and methodology to ensure compliance with standards.
- Knowledge of general office automation software, practices and procedures in order to accomplish various work assignments.
- Ability to maintain accurate reports and records and military style documents
- Knowledge and skill to coordinate work with other offices and individuals in need of information.
- Ability to speak to small groups and individuals to provide needed training and assistance to program participants.
- Ability to effectively communicate and follow directions verbally and in writing in English.
- Possess strong interpersonal skills.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

The supervisor assigns work by defining objectives, priorities, and deadlines and provides guidance on assignments which do not have clear precedents. The employee works in accordance with accepted practices. Incumbent accomplishes work independently within the framework of established guidelines, policies, and objectives. Only unprecedented situations are referred to supervisor for resolution. Performance is evaluated through observation of demonstrated ability, overall effectiveness, and compliance with USDA CACFP standards and established policy.

Factor 3. **Guidelines**

Extensive guides in the form of instructions, manuals, regulations, and precedents apply to the work. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines for application and adapting them according to circumstances of the specific case or transaction. A number of procedural problems may arise which also require interpretation and adaptation of established guides. Often, the employee must determine which of several alternative guidelines to use. If existing guidelines cannot be applied, the employee refers the matter to the supervisor.

Factor 4. **Complexity**

Work consists of performing a full range of standard and non-standard clerical assignments and resolving a variety of non-recurring problems. Work includes a variety of assignments involving different and unrelated steps, processes, or methods. The employee must identify and understand the issues involved in each assignment and determine what steps and procedures are necessary and the order of their performance. Completion of transactions typically involves selecting a course of action from a number of possibilities.

Factor 5. **Scope and Effect**

Work effects the quality of services offered across the CYP by ensuring nutrition, health, and sanitation objectives are met. Training and decision making has a significant impact on the CYP finances by determining eligibility for reimbursement and menu planning. Accuracy of record keeping system protects the program from undo liabilities and penalty payments.

Factor 6. **Personal Contacts**

Contacts are with CYP employees, representatives of the USDA program, MWR employees, CDH providers, children, and parents. Other contacts are made with community and government agencies concerned with health, nutrition, and sanitation education.

Factor 7. **Purpose of Contacts**

Purpose of contact with parents, CYP employees, CDH providers, and children is to ensure quality of meals, accuracy of paperwork and efficient linking of program resources. Contacts with MWR staff are to provide an interface with USDA, CYP, and MWR programs within the metro area.

Factor 8. **Physical Demands**

Work is partially sedentary but may involve considerable walking, bending, climbing of stairs and lifting up to 40 pounds. Driving a government vehicle is necessary. The incumbent may work an uncommon tour of duty to include evenings and weekends.

Factor 9. Work Environment

Work is conducted in an office setting. The work area is adequately lighted, heated and ventilated. The incumbent may be required to work an uncommon tour of duty to include evenings or weekends